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IN THE UNITED STATES DISTRICT COURT FOR THE MIDDLE DISTRICT OF PENNSYLVANIA

ROBERT L. WARD, JR.

:

Plaintiff,

: NO. 1:CV-00-1126

v. :

:

DEFENSE LOGISTICS AGENCY : (KANE, J.)

DEFENSE DISTRIBUTION CENTER,

:

Defendant. : (Electronically Filed)

EXHIBIT TO DEFENDANT'S RESPONSE TO PLAINTIFF'S MOTION FOR SUMMARY JUDGMENT

VOLUME II (O'BRIEN'S AFFIDAVIT WITH EXHS. 17 THROUGH 22)

Respectfully submitted,

THOMAS A. MARINO United States Attorney

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Harrisburg, Pennsylvania 17108
Attorney ID. No. PA55480
(717) 221-4482
(717) 221-4582 (Facsimile)
joseph.terz@usdoj.gov

Dated: June 19, 2003

SKOCIK CHIROPRACTIC AUTHORIZATION FOR ABSENCE

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Author: Frank O'Brien at DDSP01-P01

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Priority: Low Receipt Requested

TO: Brenda Bever at DDC CC: Eva Kuntz at DDC Subject: Robert Ward

----- Message Contents -----

BRENDA

Request a medical letter of clarification be prepared for Robert Ward

BACKGROUND:

May 27, 1998 a letter of Notification to return to Position of Record without Accommodation.

On June 1, 1998 received medical documentation on safety belt limitation.

October 28, 1998 received medical documentation for lite duty restriction with indefinite time frame.

November 21, 1998 medical documentation from chiropractic and DD 689 provided on November 23, 1998.

January 6, 1999, medical documentation from chiropractic provided for one day.

January 21, 1999, DD 689 was provided. I spoke with Dori Duran at the dispensary and she advised me that the last medical on file dated November 21, 1998 only provided for 2 weeks of work restrictions due to a accident. Therefore according to the record when I called Dori on March 17, 1999 to reverify our previous understanding, I then asked to provide me with a updated DD 689. Last evening I tried to talk to Mr. Ward this situation and to provide him my most current information on his restriction, Mr. Ward refused to take a copy of DD 689 dated March 17, 1999. He became upset and said you have my medical and I am on a indefinite restriction. Therefore I still need his status clarified as to what is the problem that he is on a indefinite restriction.

I will fax all the above documents to you.

Frank O'Brien x4779





NEW CUMBERLAND, PA 17070-5002

REFER TO

DDSP-SS

MEMORANDUM FOR MR. ROBERT L. WARD

SUBJECT: Request for Clarification/Update of Medical Documentation

You presented medical documentation from the Colonial Park Family Practice, dated October 28, 1998, signature illegible. The medical documentation reads, "No lifting more than 25 pounds at anytime, indefinitely (Diagnosis: L5-S1 degenerative disc). Also, you provided medical documentation from Dr. Richard G. Manning, dated June 1, 1998. Dr. Manning states, "Should not wear a Body Harness at all to work in". Further, you provided the Occupational Health Clinic with medical documentation dated November 21, 1998, signed by Dr. Albert J. Skocik, D.C., wherein you were restricted to no lifting, and to avoid working with arms outstretched or overhead for a period of two weeks.

You have been in your current position, Materials Handler, WG-6907-05, since December 3, 1995. The essential functions of your position require you to operate an aisle mobile hybrid crane in support of storing and moving a variety of items. You pack and prepare freight for shipment in an automated distribution operation. In the operation of the aisle mobile hybrid crane vehicle you lift, move and position items to be stored within the highrise storage areas. You operate the 18,000 to 22,000 pound cabin (based on load) up and down along a permanently attached 40 to 62 foot vertical rail (the mast), while simultaneously moving the crane along a floor and ceiling (lower and upper) mounted guide rails. The physical requirements of your position require you to stand on hard surfaces maintaining balance for extended periods of time. Requires pushing, pulling and depressing various hand and foot controls which require bending, stooping, reaching, and twisting in tiring and uncomfortable positions, many times all at the same time. You frequently lift and carry items weighing up to 40 pounds; and may lift greater weights with assistance. You are regularly exposed to the possibility of electrical shock (AC or DC), cuts, scrapes, bruises, abrasions, and broken bones from falls or falling items. You are required to wear special safety equipment (i.e., safety shoes, repelling harnesses, etc.). You are subject to injury from sudden cabin drops of up to 20 feet while operating the aisle hybrid mobile crane.

Our current mission and workload requirements require that your position of record, specifically, Materials Handler, WG-6907-05, be filled to maintain an efficient operation. While I am truly concerned about your health and well being, I need for you to be able to do the full range of your Materials Handler duties. Your claimed

Filed 06/11

medical restrictions limit you from performing the essential functions of your Materials Handler position.

In that regard, I need a current medical evaluation from your doctor. You need to provide clarification and/or additional information that supports how your medical condition affects your ability to perform your Materials Handler, WG-6907-05 duties, and if your condition is permanent. Please note, your doctor should provide current information from his records, preferably on his letterhead stationary, numbered to correspond with the information below:

- Assessment of your current clinical status and plans for future treatment;
- 2. Diagnosis, temporary or permanent.
- 3. Prognosis, including plans or recommendation for future treatment and an estimate of the expected date of full or partial recovery.
- 4. An explanation of how your medical condition impacts on your overall health and activities, including the basis for a conclusion that restrictions or accommodations are warranted. Estimated date of full recovery;
- 5. Explanation of the medical basis for any conclusions which indicates the likelihood that you are or are not expected to suffer sudden or subtle incapacitation by carrying out, with or without accommodation, the duties of your Materials Handler, WG-6907-05 position; and
- 6. Enclosed is a copy of your position description that you should provide to your physician so he has sufficient information to respond to the items concerning your ability to perform in your job and accommodations that might be recommended. .

You are responsible for any costs incurred in connection with obtaining this documentation. I have enclosed a copy of your position description to assist your physician in responding to the items concerning your ability to perform your job and accommodation that might be recommended. It is important that you provide him with a copy of the attached position description which outlines the functional requirements and the environmental factors associated with the position.

You are advised that in 1993 Congress enacted statutes affecting both private and federal sector employees requiring employers to grant leave or leave without pay to employees under certain circumstances. Under the Family Medical Leave Act, (FMLA), if eligible, you are entitled to a total of 12 administrative work weeks of leave during any 12-month period for a "serious" health condition that makes you unable to perform the duties of your position. You may elect to substitute annual leave or sick leave, if appropriate, for unpaid leave under the FMLA. The leave may be taken intermittently or on a reduced leave schedule when medically necessary

and is foreseeable based on planned medical treatment. The employee must request entitlement under the FMLA prior to taking leave. For additional information under the FMLA you may contact Ms. Brenda Bever, Employee Relations Specialist, at (717) 770-6167.

You are advised of your right to submit an application for disability retirement with the Office of Personnel Management (OPM), if you have not already done so. You are responsible for obtaining the necessary documentation to support your claim and submitting it along with your application to OPM. Ms. Karen Doyle, of the Defense Distribution Center, Human Resources Office, New Cumberland, PA, can assist you with the application. You may reach her at (717) 770-6639.

Your physician should address his/her response to Dr. Potter, Defense Distribution Center, U.S. Army Health Clinic, 2001 Mission Drive, Bldg. 400, Dispensary, New Cumberland, PA 17070.

You are to provide Dr. Potter with the requested medical documentation, within FOURTEEN CALENDAR DAYS of receipt of this letter. I have attached a consent to release form that you will need to sign to enable Dr. Potter to discuss your medical documentation with me. Also, you are to notify me when this has been accomplished.

FRANCISC X. O'BRIEN
Chief, Storage Branch
Warehousing Div 1, EDC

Attachments

cc: Dr. Potter

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icrotion of Major Duties and Responsibilities (See Attached)

JOB SHIMMARY

Position performs duties involving the operation of the aisle mobile hybrid crane in support of storing and moving a variety of items. Packs and prepares freight for shipment in an automated distribution operation.

MAJOR DUTIES

Performs the following duties to accomplish all facets of the moving, storing, picking, and packing functions:

Operates an aisle mobile hybrid crane vehicle to lift, move and position items to be stored within the highrise storage areas. Operates the 18,000 to 22,000 pound cabin (based on load) up and down along a permanently attached 40 to 62 foot vertical rail (the mast), while simultaneously moving the crane along a floor and ceiling (lower and upper) mounted guide rails. Moves the hybrid crane from aisle to aisle by manually steering the cabin and mast from one aisle's horizontal guide rails to the next. Uses an assortment/combination of foot and hand control levers, switches, computer controls, and while in a manual mode a steering wheel. Monitors warning lights and meters during cabin operations. Using the cabin onboard material handling devices transports loads to or from storage locations after ensuring weights and dimensions will fit the crane and rack system's rated capacity. Assures loads are stable and balanced. Operates the cabin 'J' head lift system to move palletized items on and off the storage racks and crane. Operates the 'J' head lift by rotating the load, telescoping to adjust for aisle width, and raising the load to adjust to the storage height.

Receives items to be stored either loose, boxed or palletized. Verifies stock destination, MSM, quantity, cube, against storage documentation. Makes a determination bared on storage location, quantity on hand, and packaging, if rewarehousing of the item is required. Queries the computer system to identify available locations within the rack and bin storage area. Based on the determined cubic space required, assigns and moves the line items to the new storage location. Reports overs, unders and condition code discrepancies to supervisor immediately for action. Processes and independently completes storage and shipping documentation insuring correctness of quantities, identification criteria, and labeling. Coordinates the transfer of items to and from the storage and retrieval areas. Monitors master computer screens insuring a constant and even flow of items to and from this area. Expedites and coordinates emergency picks through the central supply system, arranging for movement of the item to a consolidation or shipping point. Operates a variety of both manual or automated equipment in the completion of assigned duties, such as: computers, keypads, optical readers, scanners (bar code wands), etc.. Performs operator maintenance on assigned equipment. Inputs and extracts information from the supply system about stored items or a group of items and their designated storage locations. 60%

Packs/repacks loose or preboxed items into a limited variety of skid mounted, prefabricated multi-wall or tri-wall containers. Applies a limited variety of packing methods and techniques. determining proper space and filler requirements to maximize space utilization. Uses cushioning materials, such as cardboard and paper to meet a predetermined packing level required for the shipment of items. Upon completion of packing, bands and seals containers; applies marking and labeling.

25%

Operates material handling equipment such as: fork lifts, tugs, storage and retrieval vehicles, platform lifts, conveyors, robotic pallet manipulators, trucks and other general purpose vehicles. Uses equipment to move storage items in and around storage locations outside of the highrise areas. Performs standard operator maintenance on assigned equipment.

15%

Performs other duties as assigned.

SKILLS AND KNOWLEDGE

Position requires skill to operate the aisle mobile hybrid crane and onboard material handling devices and the knowledge of its capabilities and limitations. Operators must be skilled in operating movement and braking devices simultaneously to move the hybrid crane along the lower and upper guide rails while moving the cranes' 18,000 to 22,000 pound cabin (based on load) up and down its mast to heights from 40 to 62 feet (based on highrise . storage configuration). Position requires good eye, hand, and foot coordinations to watch cabin and 'J' head operations while loading, unloading or moving items. Operator must be knowledgeable of systems warning indicators and know how to respond to each. Operator must be skilled to avoid quick, sudden or jerky cabin movements which could result in load shifts or cause cables to break. Must have knowledge of proper methods of loading and moving items, both loose and palletized, onto the crane cabin and into storage locations. Position requires an understanding of "centers of balance" and "lift points".

Position requires an in-depth knowledge of the overall warehousing concept, including how to verify storage destination, quantity, cube, and shipping documentation using a manual or computerized system. Knowledge of storage and space utilization is required when rewarehousing stored materials. Must have a knowledge of the processing and handling of overs, unders and condition code discrepancies. Must be knowledgeable of procedures to independently complete storage and shipping documentation insuring correctness of quantities, identification criteria, and labeling. Must be skilled in the operation and maintenance of a variety of manual and automated equipment. Knowledge of automated equipment includes such equipment as: computers, keypads, optical readers, scanners (bar code wands), etc.. Must know how to input or extract information from the supply system about stored items or groups of items and their designated or assigned storage locations.

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Position also requires the skill to operate an assortment of fork lifts, tugs, storage and retrieval vehicles, conveyors, robotic pallet manipulators, trucks, and other general purpose vehicles to move items to or from storage locations to the processing areas. Position requires the knowledge of how to perform operator maintenance on assigned equipment.

Must have knowledge of a limited variety of packing methods and techniques. Understands the various pack level codes assigned to insure items are at that level prior to final pack. Must be knowledgeable of all marking and labeling requirements to complete packing for shipment.

RESPONSIBILITY

Employee works independently receiving only general instructions from a leader or supervisor. Work is accomplished following preestablished guidelines as to methods, procedures and techniques.

Worker is responsible for performing equipment safety and maintenance checks to minimize failure and accidents while operating the aisle mobile hybrid crane and other materials handling equipment. Responsible for assuring that all load and equipment limitations are followed and strictly observed. Exercises extreme care when moving the hybrid crane from aisle to aisle under free standing manual conditions observing the 40 to 62 foot mast and cabin clearance and positioning. Work is periodically reviewed for compliance with established guidelines. Observes safety rules in operating manual and automated terminals and equipment.

PHYRICAL KEFORT

Work requires standing on hard surfaces maintaining balance for extended periods of time. Requires pushing, pulling and depressing various hand and foot controls which require bending, stooping, reaching, and twisting in tiring and uncomfortable positions, many times all at the same time. Frequently lifts and carries items weighing up to 40 pounds; may lift greater weights with assistance.

MORKING CONDITIONS

Work is performed within a warehousing environment. Work is usually performed inside (outside when using a tug or fork lift to move items between warehouses) in areas that are hot, cold, or .. damp. Conditions may be uncomfortable when operating the aisle hybrid mobile crane near the ceiling. May be exposed to dusty. dirty, or greasy conditions. Individual is regularly exposed to the possibility of electrical shock (AC or DC), cuts, scrapes, bruises, abrasions, and broken bones from falls or falling items. Duties require the wearing of special safety equipment (i.e. safety shoes, repelling harnesses, etc.). Individual is subject to injury from sudden cabin drops of up to 20 feet while operating the aisle hybrid mobile crane,

EMPLOYEE'S CONSENT TO RELEASE MEDICAL REPORT

- Employee Name: ROBERT L. WARD, JR.
- 2. Date of Birth: 07-24-59
- 3. Social Security Number: 412-02-6022
- 4. Person Medical Information Can Be Discussed With:

Defense Distribution Center Mr. Francis X. O'Brien Chief, Storage Branch Warehousing Division I, EDC (717) 770-4779

5. Employee's Consent to Release of Medical Information

I hereby voluntarily and without duress authorize Dr. Potter to discuss my medical condition to the person specified in 4 above of any and all reports connected with the attached Agency letter.

ROBERT L. WARD, JR.



DEFENSE DEPOT SUSQUEHANNA PENNSYLVANIA 2001 MISSION DRIVE, SUITE 1 NEW CUMBERLAND, PA 17070-5002

DDSP-SS

MEMORANDUM FOR MR. ROBERT L. WARD

SUBJECT: Order of Medical Examination

You are hereby ordered to take a medical examination to determine whether you are able to continue to perform the duties of your Materials Handler, WG-05, position. The reasons for the order to take the medical examination are outlined below:

- a. As a Materials Handler, you are required to operate an aisle mobile hybrid crane in support of storing and moving a variety of items. You pack and prepare freight for shipment in an automated distribution operation. In the operation of the aisle mobile hybrid crane vehicle you lift, move and position items to be stored within the highrise storage areas. You operate the 18,000 to 22,000 pound cabin (based on load) up and down along a permanently attached 40 to 62 foot vertical rail (the mast), while simultaneously moving the crane along a floor and ceiling (lower and upper) mounted guide rails. The physical requirements of your position require you to stand on hard surfaces maintaining balance for extended periods of time. Requires pushing, pulling and depressing various hand and foot controls which require bending, stooping, reaching, and twisting in tiring and uncomfortable positions, many times all at the same time. You frequently lift and carry items weighing up to 40 pounds; and may lift greater weights with assistance. You are regularly exposed to the possibility of electrical shock (AC or DC), cuts, scrapes, bruises, abrasions, and broken bones from falls or falling items. You are required to wear special safety equipment (i.e., safety shoes, repelling harnesses, etc.). You are subject to injury from sudden cabin drops of up to 20 feet while operating the aisle hybrid mobile crane.
- b. In June 1998, your personal doctor prohibited you from wearing a body harness when performing your Materials Handler duties.
- c. On October 28, 1998, your personal doctor indefinitely restricted your lifting of more than 25 pounds at anytime. You were diagnosed with L5-S1 degenerative disc disease.
- d. On November 21, 1998, your personal doctor restricted your lifting and working with your arms outstretched or overheard for a period of two weeks.
- e. You have not performed the full duties of your Materials Handler position since April 28, 1997.

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Case 1:00-cv-0112

f. There is a direct question about your continued capacity to meet the physical or medical requirements of your position.

An appointment with Dr. Donald Potter, has been scheduled for you on August 11, 1999, at 2:30 p.m., at the health clinic. Dr. Potter will be provided with a copy of this letter, as well as your position description, and a copy of the functional requirements and environmental factors of your position. You have the right to submit medical information from your own physician. Any information you submit will be considered in determining your qualifications for retention in your Materials Handler position.

Failure to comply with this order may be grounds for disqualifying you from your position or for taking disciplinary or adverse action.

> FRANCIS X. O'BRIEN July 29 1999 Chief, Storage Branch Warehousing Div 1, EDC

cc: Dr. Potter

Receipt Acknowledgement **EMPLOYEE'S SIGNATURE**

Comployee refused to sign

Charles Styre 7-29-99 Material Handles Seperior

Case 1:00-cv-0112 X Document 24-3 Filed 06/192033 Page 24 of 31
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line for the school Ms. Ward to sign several times and
to 2:30 pm. I asked Ms. Ward to sign several times and
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HORE AND Shoff SUPERVISOR FOR GINING

NARD REFUSED THE LETTER ON 7-29-99

AT A): 47 HAS

John U. Lewis

TO BE GIVEN TO PERSON EXAMINED WITH A PRE-ADDRESSED "CONFIDEN-TIAL-MEDICAL" ENVELOPE.

UNITED STATES CIVIL SERVICE COMMISSION CERTIFICATE OF MEDICAL EXAMINATION

Form Approved Budget Bureau No. 50-R0073

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Filed 06/19/2003

JOB SHIMMARY

Position performs duties involving the operation of the aisle mobile hybrid crane in support of storing and moving a variety of items. Packs and prepares freight for shipment in an automated distribution operation.

MAJOR DUTIES

Performs the following duties to accomplish all facets of the moving, storing, picking, and packing functions:

Operates an aisle mobile hybrid crane vehicle to lift, move and position items to be stored within the highrise storage areas. Operates the 18,000 to 22,000 pound cabin (based on load) up and down along a permanently attached 40 to 62 foot vertical rail (the mast), while simultaneously moving the crane along a floor and ceiling (lower and upper) mounted guide rails. Moves the hybrid crane from aisle to aisle by manually steering the cabin and mast from one aisle's horizontal guide rails to the next. Uses an assortment/combination of foot and hand control levers, switches, computer controls, and while in a manual mode a steering wheel. Monitors warning lights and meters during cabin operations. Using the cabin onboard material handling devices transports loads to or from storage locations after ensuring weights and dimensions will fit the crane and rack system's rated capacity. Assures loads are stable and balanced. Operates the cabin 'J' head lift system to move palletized items on and off the storage racks and crane. Operates the 'J' head lift by rotating the load, telescoping to adjust for aisle width, and raising the load to adjust to the storage height.

Receives items to be stored either loose, boxed.or palletized. Verifies stock destination, MSM, quantity, cube. against storage documentation. Makes a determination bared on storage location, quantity on hand, and packaging, if rewarehousing of the item is required. Queries the computer system to identify available locations within the rack and bin storage area. Based on the determined cubic space required, assigns and moves the line items to the new storage location. Reports overs, unders and condition code discrepancies to supervisor immediately for action. Processes and independently completes storage and shipping documentation insuring correctness of quantities, identification criteria, and labeling. Coordinates the transfer of items to and from the storage and retrieval areas. Monitors master computer screens insuring a constant and even flow of items to and from this area. Expedites and coordinates emergency picks through the central supply system, arranging for movement of the item to a consolidation or shipping point. Operates a variety of both manual or automated equipment in the completion of assigned duties, such as: computers, keypads, optical readers, scanners (bar code wands), etc.. Performs operator maintenance on assigned equipment. Inputs and extracts information from the supply system about stored items or a group of items and their designated storage locations.

60%

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Packs/repacks loose or preboxed items into a limited variety of skid mounted, prefabricated multi-wall or tri-wall containers. Applies a limited variety of packing methods and techniques. determining proper space and filler requirements to maximize space utilization. Uses cushioning materials, such as cardboard and paper to meet a predetermined packing level required for the shipment of items. Upon completion of packing, bands and seals containers; applies marking and labeling.

25%

Operates material handling equipment such as: fork lifts, tugs, storage and retrieval vehicles, platform lifts, conveyors, robotic pallet manipulators, trucks and other general purpose vehicles. Uses equipment to move storage items in and around storage locations outside of the highrise areas. Performs standard operator maintenance on assigned equipment.

15%

Performs other duties as assigned.

SKILLS AND KNOWLEDGE

Position requires skill to operate the aisle mobile hybrid crane and onboard material handling devices and the knowledge of its capabilities and limitations. Operators must be skilled in operating movement and braking devices simultaneously to move the hybrid crane along the lower and upper guide rails while moving the cranes' 18,000 to 22,000 pound cabin (based on load) up and down its mast to heights from 40 to 62 feet (based on highrise storage configuration). Position requires good eye, hand, and foot coordinations to watch cabin and 'J' head operations while loading, unloading or moving items. Operator must be knowledgeable of systems warning indicators and know how to respond to each. Operator must be skilled to avoid quick, sudden or jerky cabin movements which could result in load shifts or cause cables to break. Must have knowledge of proper methods of loading and moving items, both loose and palletized, onto the crane cabin and into storage locations. Position requires an understanding of "centers of balance" and "lift points".

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RESPONSIBILITY

Employee works independently receiving only general instructions from a leader or supervisor. Work is accomplished following preestablished guidelines as to methods, procedures and techniques.

Worker is responsible for performing equipment safety and maintenance checks to minimize failure and accidents while operating the aisle mobile hybrid crane and other materials handling equipment. Responsible for assuring that all load and equipment limitations are followed and strictly observed. Exercises extreme care when moving the hybrid crane from aisle to aisle under free standing manual conditions observing the 40 to: 62 foot mast and cabin clearance and positioning. Work is periodically reviewed for compliance with established guidelines. Observes safety rules in operating manual and automated terminals and equipment.

PHYSICAL REFORT

Work requires standing on hard surfaces maintaining balance for extended periods of time. Requires pushing, pulling and depressing various hand and foot controls which require bending. stooping, reaching, and twisting in tiring and uncomfortable positions, many times all at the same time. Frequently lifts and carries items weighing up to 40 pounds; may lift greater weights with assistance.

WORKING COMDITIONS

Work is performed within a warehousing environment. Work is usually performed inside (outside when using a tug or fork lift to move items between warehouses) in areas that are hot, cold, or damp. Conditions may be uncomfortable when operating the aisle hybrid mobile crane near the ceiling. May be exposed to dusty, dirty, or greasy conditions. Individual is regularly exposed to the possibility of electrical shock (AC or DC), cuts, scrapes, bruises, abrasions, and broken bones from falls or falling items. Duties require the wearing of special safety equipment (i.e. safety shoes, repelling harnesses, etc.). Individual is subject to injury from sudden cabin drops of up to 20 feet while operating the aisle hybrid mobile crane.

TAM:JJT:nl

IN THE UNITED STATES DISTRICT COURT FOR THE MIDDLE DISTRICT OF PENNSYLVANIA

ROBERT L. WARD, JR.

:

Plaintiff,

: NO. 1:CV-00-1126

v. :

:

DEFENSE LOGISTICS AGENCY : (KANE, J.)

DEFENSE DISTRIBUTION CENTER,

:

Defendant. : (Electronically Filed)

CERTIFICATE OF SERVICE

The undersigned hereby certifies that she is an employee in the Office of the United States Attorney for the Middle District of Pennsylvania and is a person of such age and discretion to be competent to serve papers.

That this 19th day of June, 2003, she served a copy of the attached

EXHIBIT TO DEFENDANT'S BRIEF IN SUPPORT OF ITS MOTION FOR SUMMARY JUDGMENT

electronically and/or by placing a copy in a postpaid envelope addressed to the person hereinafter named, at the places and addresses stated below, which is the last known addresses, and by depositing said envelopes and contents in the United States Mail at Harrisburg, Pennsylvania to:

> Mr. Robert L. Ward, Sr. 1630 Catherine Street Harrisburg, Pennsylvania 17104

> > s/ Naomi Losch Naomi Losch Legal Assistant